



TexturaTM United States

Special Topics
Serial Signatory Approval

Textura User Manual 2009

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Serial Signatory Approval of Invoices

Overview

When a Contracting Organization requires it, Signatory Approval of Invoices by one or more users on the system can be incorporated into the workflow for any contract and performed either in a predefined sequence (Serial) or in no particular sequence (Parallel).

For more information regarding Parallel Signatory Approval of Subcontractor Invoices, refer to Special Topics.

Using Serial Signatory Approval of Invoices to identify approvers and define the approval sequence affords the Owner or Contracting Organization a more transparent invoice approval process. Frequent system messaging and prompts as invoices are routed through the up-to-20 Signatory Approvers helps facilitate communications between concerned participants. Rejected invoices return to the first approver in the sequence and the invoice is reviewed and re-signed by each individual in succession to ensure that any changes are seen and accepted by all designated signers.

Serial Signatory Approvals may be used by an Owner organization when approving the General Contractor invoice, or by a General Contractor organization when approving Subcontractor invoices. While Serial Approval can be set as the project default for new subcontracts, the setting is removed or applied at the contract level at the discrimination of the Contracting Organization.

Because Signatory Approvals appear on the Invoice, compatible documents are required to use this functionality. Please contact a TexturaTM representative for help in identifying documents appropriate to your needs

Conditions for Serial Signatory Approval of Invoices:

- “Serial Signatory Approval” radio button can be selected on the **Contract Maintenance** screen for each contract requiring Serial Signatory Approvals, regardless of the Project Setting.
 - [optional] “Serial Signatory Approval” radio button can be selected in **Project Setup: Project Settings** to identify Serial Signatory Approvals as the default setting for all new contracts.
- Custom documents are selected in **Project Setup: Document Settings** for projects requiring Serial Signatory Approvals.
- Each Signatory Approver has “Sign on behalf of the company” permission checked in User Profile.
- Each Signatory Approver has completed their User PIN selection prior to approving invoices.
- Each Signatory Approver is a designated Signatory Approver in the approval sequence identified on the **Manage Project Users** page.

Definitions

Serial Signatory Approval

Serial Signatory Approval is a contract setting that requires one or more authorized parties within the organization to sign off on selected Pay Application documents. Serial Signatory Approval is applied in a pre-determined sequence.

Serial Signatory Approval of Subcontractor Invoices

System Settings

Project Settings

Set a project default for Signatory Approval

Users can set Serial Signatory Approval as the default for new contracts on the Project Settings page. Note that this selection applies to all contracts created after the setting is saved. If necessary, the default value can be changed in the contract settings (Contract Maintenance).

1. From the **Project Home Page**, select **Project Settings** from the **Project Setup** menu.
2. In the **Project Settings** section, under “Default Subcontractor Invoice Approval Method for New Subcontracts,” **select the Serial Signatory Approval radio button**.

<i>Project Settings</i>	
Subcontractors may edit Lien Waiver effective date	<input checked="" type="checkbox"/>
Subcontractors may add Lien Waiver optional text	<input checked="" type="checkbox"/>
Subcontractors may add Contractor Affidavit optional text	<input checked="" type="checkbox"/>
Owner Approval Disables the GC ability to Reject	<input type="checkbox"/>
Collect Zero Dollar Lien Waivers	<input type="checkbox"/>
Cumulative Material Totals and Automatic Split Payments	<input type="checkbox"/>
Track Special Budget Amounts and Changes	<input type="checkbox"/>
Track Subcontractor Special Budget Amounts and Changes	<input type="checkbox"/>
Default Subcontractor Invoice Approval Method for New Subcontracts:	
<input type="radio"/> Project Manager System Approval	
<input type="radio"/> Parallel Signatory Approval	
<input checked="" type="radio"/> Serial Signatory Approval	← Red arrow pointing to this option
New subcontracts default to Specified Billing	<input type="checkbox"/>
New invoices entered as whole dollars	<input type="checkbox"/>
Require Disbursement Authorization for Subcontractor Payments	<input type="checkbox"/>

Select an Invoice document that supports Serial Signatory Approval.

3. Under **Document Settings** on the **Project Settings** page, scroll to **Subcontractor Settings**.

Subcontractor Settings		Notary Required?
Invoice	G702/703 Serial Approval	<input checked="" type="checkbox"/> View Sample
Sworn Statement	Basic Sworn Statement	<input checked="" type="checkbox"/> View Sample
(Unconditional) Lien Waiver	Standard	<input checked="" type="checkbox"/> View Sample
Conditional Lien Waiver	None	<input type="checkbox"/> View Sample
Pay-App Invoice Cover Sheet	None	<input type="checkbox"/>

4. Click **Save Settings**.

A **Status** page confirms that the project settings have been saved.



The screenshot shows the Textura Status page for the project "Wren Condominiums - 200". The top navigation bar includes links for Home, Log Out, and Help. The main content area displays a message: "The project settings have been saved. To edit the project settings again, [click here](#)".

Contract Maintenance

Set a subcontract for Signatory Approval

Serial Signatory Approval may be selected for existing subcontracts, including subcontracts imported through interfaces, on the Contract Maintenance (Settings) page.

1. From the **Project Home Page**, select **Subcontract List** under **SoV/Subcontracts**.

The **Subcontract Listing** page is displayed.

2. Select the **Contract Number** corresponding to the subcontract to be modified.



Contract Number	Contract Date	Phase Code	Description	Vendor ID	Organization	Contract Currency	Subcontract Amount	Paid To Date	%	Retention Held	Balance Due
100	06-Feb-2007	View	100 Excavation	03002	Viewpoint User	USD	150,000.00	9,900.00	7.33	1,100.00	140,100.00
101	06-Feb-2007	View	200 Paving	03007	Deerfield Earth & Pavement	USD	75,000.00	22,500.00	33.33	2,500.00	52,500.00
102	06-Feb-2007	View	300 Concrete	03002	Viewpoint User	USD	125,000.00	0.00	0.00	0.00	125,000.00
103	06-Feb-2007	View	400 Landscaping	03005	Burr Oaks Landscaping	USD	50,000.00	10,350.00	23.00	1,150.00	39,650.00

The Contract Maintenance page for the selected subcontract is displayed.

3. Click **Edit Settings** to modify the subcontract.



Contract Maintenance
 Project: [Wren Condominiums - 200](#)
 Contract: 103 Landscaping (Burr Oaks Landscaping)

Contract Currency: USD

[Save Changes](#) [Revert to Saved](#) Reallocating for Draw #9 - 23-Oct-2008

Edit Settings

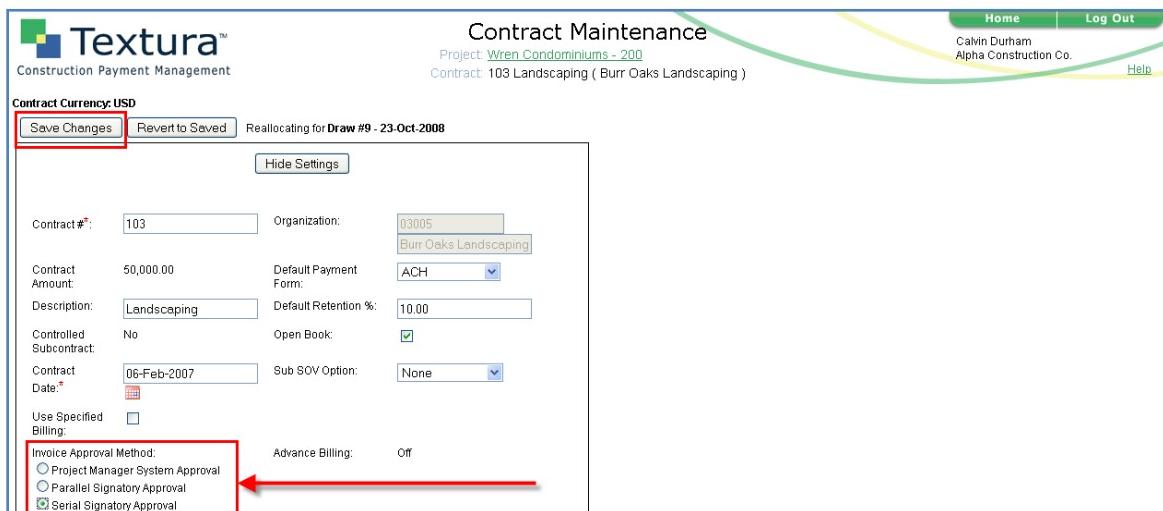
[Add New Component](#) [Copy Selected](#) [Delete Selected](#) [Change Order](#)

[Contract Components](#) [Chg Orders](#) [Payments](#)

Phase Code	Description	Account Code	Category Code	Subjob	Subcontract Item #	Original Budget	Subcontract Amount	Paid To Date	Retention To Date	Balance Due
400	Landscaping					\$0,000.00	50,000.00	10,350.00	1,150.00	39,650.00

The **Contract Maintenance (Settings)** screen is displayed.

4. Select the **Serial Signatory Approval** radio button under **Invoice Approval Method**.
5. Select **Save Changes**.



Contract Maintenance
 Project: [Wren Condominiums - 200](#)
 Contract: 103 Landscaping (Burr Oaks Landscaping)

Contract Currency: USD

[Save Changes](#) [Revert to Saved](#) Reallocating for Draw #9 - 23-Oct-2008

[Hide Settings](#)

Contract #*	103	Organization:	03005 Burr Oaks Landscaping
Contract Amount:	50,000.00	Default Payment Form:	ACH
Description:	Landscaping	Default Retention %:	10.00
Controlled Subcontract:	No	Open Book:	<input checked="" type="checkbox"/>
Contract Date.*	06-Feb-2007	Sub SOV Option:	None
Use Specified Billing:	<input type="checkbox"/>	Advance Billing:	Off

Invoice Approval Method:

Project Manager System Approval

Parallel Signatory Approval

Serial Signatory Approval

A **Status** page is displayed confirming the subcontract changes are saved.

Assign Signatory Approvers

User Profile Settings

Users should confirm that the intended signers have the ‘User can’ permission to “Sign on behalf of the company.”

Modify User can permissions

A Local Administrator must modify User Profiles. Refer to **Module 3 – Project Setup: Manage Project Users: Modify User Permissions**.

Set Signing Sequence

The signing sequence for Serial Signatory Approval must be established for the designated signers on the **Manage Project Users** page.

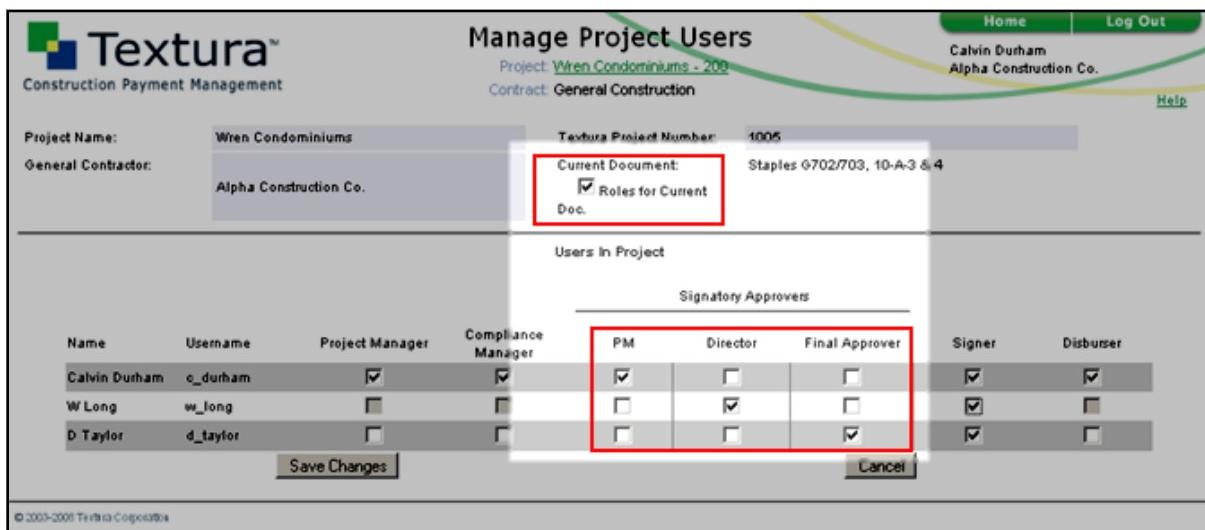
1. Choose **User Roles** from the **Project Setup** menu on the **Project Home Page**.



The **Manage Project Users** page is displayed.

Under **Signatory Approvers**, in the **Roles for Current Doc** view, the signing roles are displayed in the order specified by the document.

In the example, the **PM** role signs first, followed by the **Director**, and the **Final Approver** signs last.



Manage Project Users

Project: Wren Condominiums - 200
Contract: General Construction

Project Name:	Wren Condominiums	Textura Project Number:	1005
General Contractor:	Alpha Construction Co.	Current Document: <input checked="" type="checkbox"/> Roles for Current Doc.	

Users In Project

Name	Username	Project Manager	Compliance Manager	PM	Director	Final Approver	Signer	Disbursed	
Calvin Durham	c_durham	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
W Long	w_long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D Taylor	d_taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

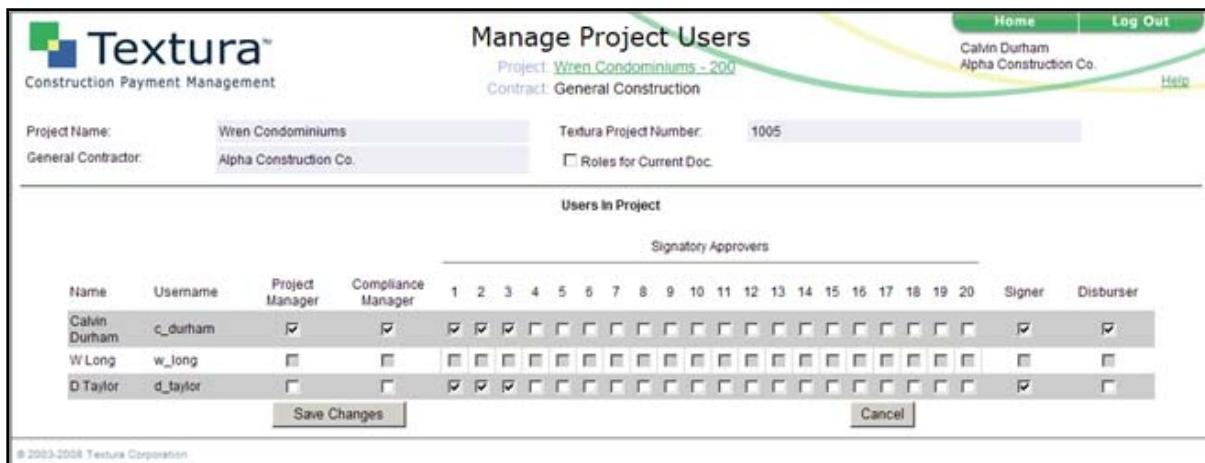
Signatory Approvers

Name	Username	Project Manager	Compliance Manager	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Signer	Disbursed
Calvin Durham	c_durham	<input checked="" type="checkbox"/>																							
W Long	w_long	<input type="checkbox"/>																							
D Taylor	d_taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Save Changes **Cancel**

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The alternate view for the above screen displays all possible Signatory Approvers.



Manage Project Users

Project: Wren Condominiums - 200
Contract: General Construction

Project Name:	Wren Condominiums	Textura Project Number:	1005
General Contractor:	Alpha Construction Co.	<input type="checkbox"/> Roles for Current Doc.	

Users In Project

Name	Username	Project Manager	Compliance Manager	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Signer	Disbursed
Calvin Durham	c_durham	<input checked="" type="checkbox"/>																							
W Long	w_long	<input type="checkbox"/>	<input type="checkbox"/>																						
D Taylor	d_taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Signatory Approvers

Name	Username	Project Manager	Compliance Manager	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Signer	Disbursed
Calvin Durham	c_durham	<input checked="" type="checkbox"/>																							
W Long	w_long	<input type="checkbox"/>	<input type="checkbox"/>																						
D Taylor	d_taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Save Changes **Cancel**

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Approve/Reject Invoices

When an invoice is submitted for a designated subcontract, the Signatory Approvers receive the action to **Apply Serial Approval #x to Invoice #y** in the order in which they are set up to sign. There is a separate action for each invoice. Where multiple Signatory Approvers are assigned the same role or approval sequence number, all will receive the action. The action is removed from all Approvers after one response is recorded in the system

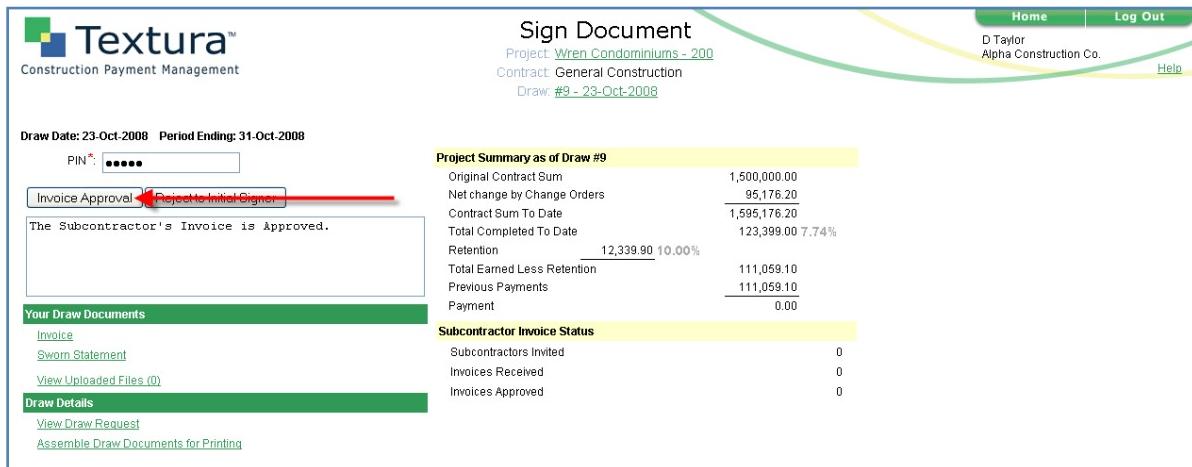


The screenshot shows the Textura Project Home Page for the project "Wren Condominiums - 200". The "Pending Draws" section lists "Draw #10" with a "Draw Date" of "24-Oct-2008". Below the draw details, there is a link "Apply Serial Approval #1 to Invoice #10232008B" with a red arrow pointing to it.

Invoice Approval

Sign Document

On the **Sign Document** page, the active Serial Signatory Approver enters their PIN and selects **Invoice Approval** to sign and send to the next approver.



The screenshot shows the "Sign Document" page for Draw #9 on 23-Oct-2008. The "Project Summary as of Draw #9" table includes the following data:

	Original Contract Sum	1,500,000.00
Net change by Change Orders		95,176.20
Contract Sum To Date		1,595,176.20
Total Completed To Date		123,399.00 7.74%
Retention	12,339.90	10.00%
Total Earned Less Retention		111,059.10
Previous Payments		111,059.10
Payment		0.00

The "Subcontractor Invoice Status" section shows:

	0
Subcontractors Invited	0
Invoices Received	0
Invoices Approved	0

A **Status** page confirms the approval and indicates the number of approvers that have successfully signed.



Status
 Project: [Wren Condominiums - 200](#)
 Contract: General Construction
 Draw: #9 - 23-Oct-2008

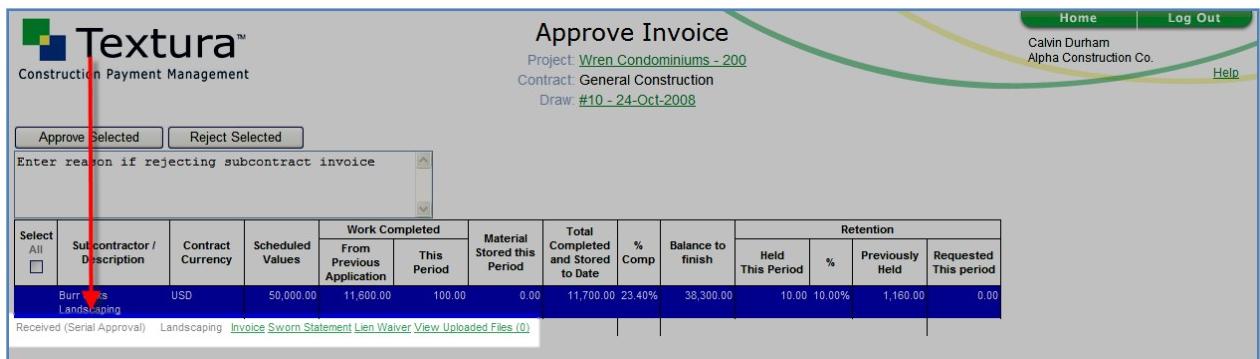
Home | Log Out
 D Taylor
 Alpha Construction Co. | Help

Invoice #10222008 has been approved by 2 signatory approvers.

An action is generated for the next approver in the sequence to sign, until the sequence is completed.

Approve Invoice Page

Approvers acting in the Project Manager role can access the Approve Invoice page, where the status of the approval is displayed. When in progress, the status of the Invoice is **Received (Serial Approval)**.



Approve Invoice
 Project: [Wren Condominiums - 200](#)
 Contract: General Construction
 Draw: #10 - 24-Oct-2008

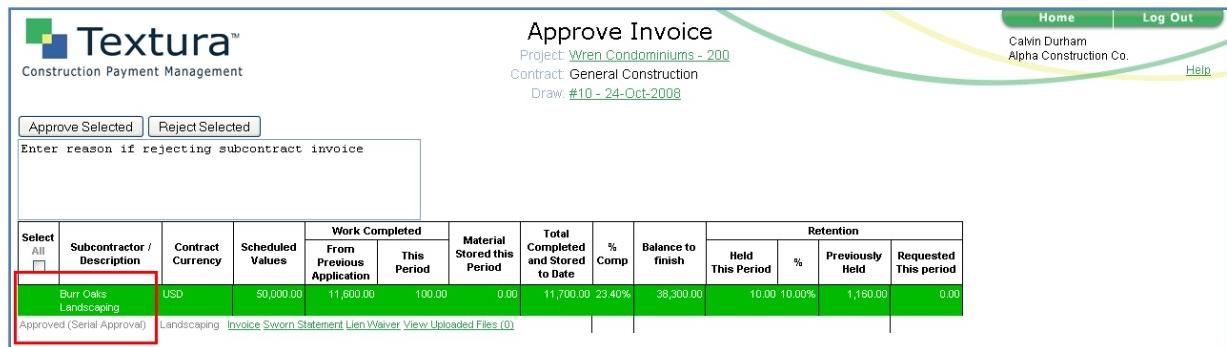
Home | Log Out
 Calvin Durham
 Alpha Construction Co. | Help

Select All	Subcontractor / Description	Contract Currency	Scheduled Values	Work Completed		Material Stored this Period	Total Completed and Stored to Date	% Comp	Balance to finish	Retention			
				From Previous Application	This Period					Held This Period	%	Previously Held	Requested This period
<input type="checkbox"/>	Burr Oaks Landscaping	USD	50,000.00	11,600.00	100.00	0.00	11,700.00	23.40%	38,300.00	10.00	10.00%	1,160.00	0.00

Received (Serial Approval) | Landscaping | [Invoice](#) | [Sworn Statement](#) | [Lien Waiver](#) | [View Uploaded Files \(0\)](#)

The status changes to Approved (Green) when the sequence of Approvals has been completed.

1. Click the **Invoice** link to view the signed invoice.



Approve Invoice
 Project: [Wren Condominiums - 200](#)
 Contract: General Construction
 Draw: #10 - 24-Oct-2008

Home | Log Out
 Calvin Durham
 Alpha Construction Co. | Help

Select All	Subcontractor / Description	Contract Currency	Scheduled Values	Work Completed		Material Stored this Period	Total Completed and Stored to Date	% Comp	Balance to finish	Retention			
				From Previous Application	This Period					Held This Period	%	Previously Held	Requested This period
<input checked="" type="checkbox"/>	Burr Oaks Landscaping	USD	50,000.00	11,600.00	100.00	0.00	11,700.00	23.40%	38,300.00	10.00	10.00%	1,160.00	0.00

Approved (Serial Approval) | Landscaping | [Invoice](#) | [Sworn Statement](#) | [Lien Waiver](#) | [View Uploaded Files \(0\)](#)

When all Subcontract invoices are approved, the standard invoice submission process is followed.

When the Owner has completed Serial Signatory Approvals for the Contracting Organization invoice, the standard invoice submission process is followed.

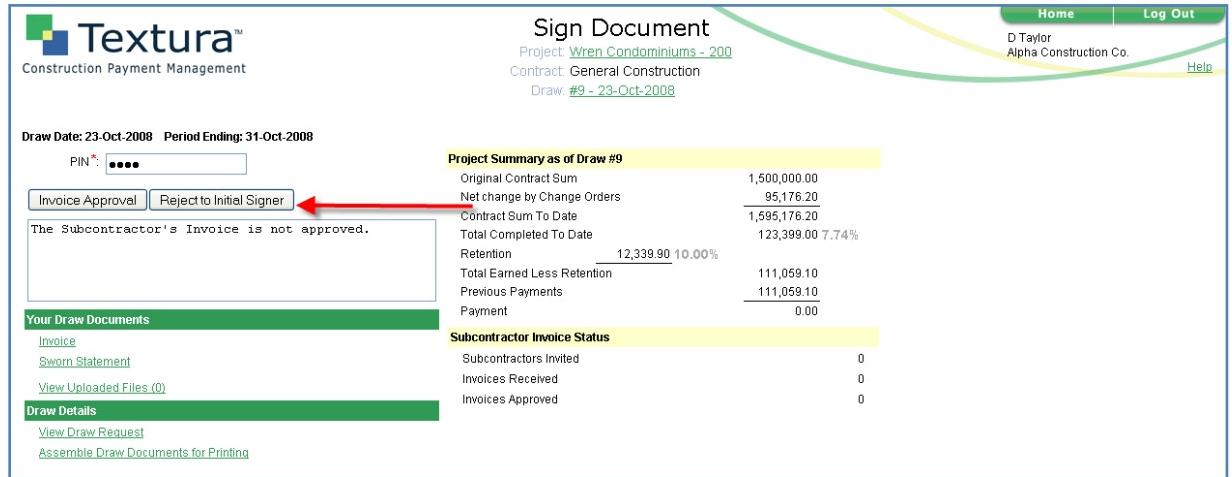
An example of a G702 Invoice Document with Serial Signatory Approvals is shown.

Document G702		CONSTRUCTION DEPARTMENT INVOICE APPROVAL	
		Location #	CAR #
PM	<i>Calvin Durham</i> <th>Director</th> <td><i>Pauline Brown</i></td>	Director	<i>Pauline Brown</i>
PROJECT:	Wren Condominiums		
To Owner:	564 Wisconsin Ave.		
Alpha Construction Co.	Kenosha, Wisconsin 53140		
123 Alpha Way, Kenosha, Wisconsin 53142			
Attn: Project Manager:			
FROM CONTRACTOR:	VIA ARCHITECT		
Burr Oaks Landscaping	Not Applicable		
123 Burr Lane			
Kenosha, Wisconsin 53140			
CONTRACTOR'S APPLICATION FOR PAYMENT			
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, Document G703 is attached.			
1. ORIGINAL CONTRACT SUM	\$ 50,000.00		
2. Net change by Change Orders	\$ 0.00		
3. CONTRACT SUM TO DATE (Line 1+2)	\$ 50,000.00		
4. TOTALS COMPLETED AND STORED TO DATE (Column G on G703)	\$ 11,700.00		
5. RETAINAGE: a. ____% of Completed Work (Column D + E on G703)	percent= 10%	\$ 1,170.00	
b. ____% of Stored Material (Column F on G703)		\$ 0.00	
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.			
CONTRACTOR:			
By: <i>Tami Sand</i>			Date: 10/21/2008
State of: Illinois			
County of: Cook			
Subscribed and sworn to before me this 21st day of October, 2008			
Notary Public: <i>Jami Samd</i>			
My Commission expires: 12/01/10			

Rejecting Subcontractor Invoices

Approvers may reject the invoice, sending it back to the first approver in the sequence to begin the process anew. First approvers can modify and/or reject the Subcontractor invoice back to the Subcontractor organization for review/resubmission.

1. Click **Reject to Initial Signer**.



The screenshot shows the 'Sign Document' page for Project: Wren Condominiums - 200, Contract: General Construction, Draw: #9 - 23-Oct-2008. The 'Project Summary as of Draw #9' table includes the following data:

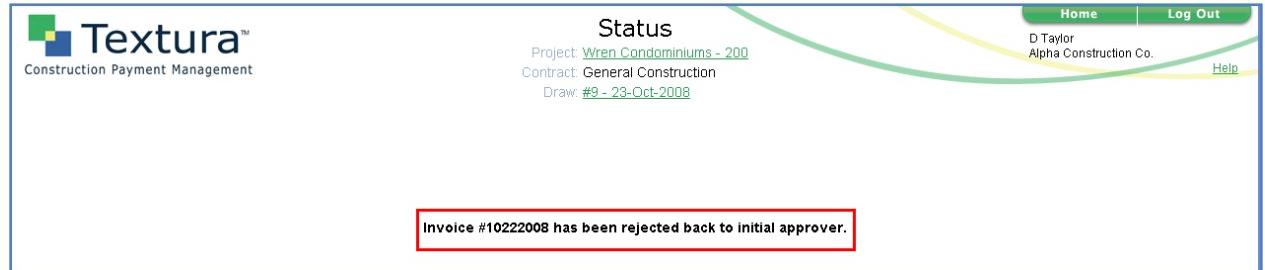
	Original Contract Sum	1,500,000.00
Net change by Change Orders	95,176.20	
Contract Sum To Date	1,595,176.20	
Total Completed To Date	123,399.00	7.74%
Retention	12,339.90	10.00%
Total Earned Less Retention	111,059.10	
Previous Payments	111,059.10	
Payment	0.00	

The 'Subcontractor Invoice Status' section shows:

	0
Subcontractors Invited	0
Invoices Received	0
Invoices Approved	0

A message box at the bottom left states: "The Subcontractor's Invoice is not approved."

A **Status** page confirms that the invoice has been rejected back to the initial approver.



The screenshot shows the 'Status' page for Project: Wren Condominiums - 200, Contract: General Construction, Draw: #9 - 23-Oct-2008. A message box displays: "Invoice #10222008 has been rejected back to initial approver."

Owner Serial Signatory Invoice Approval

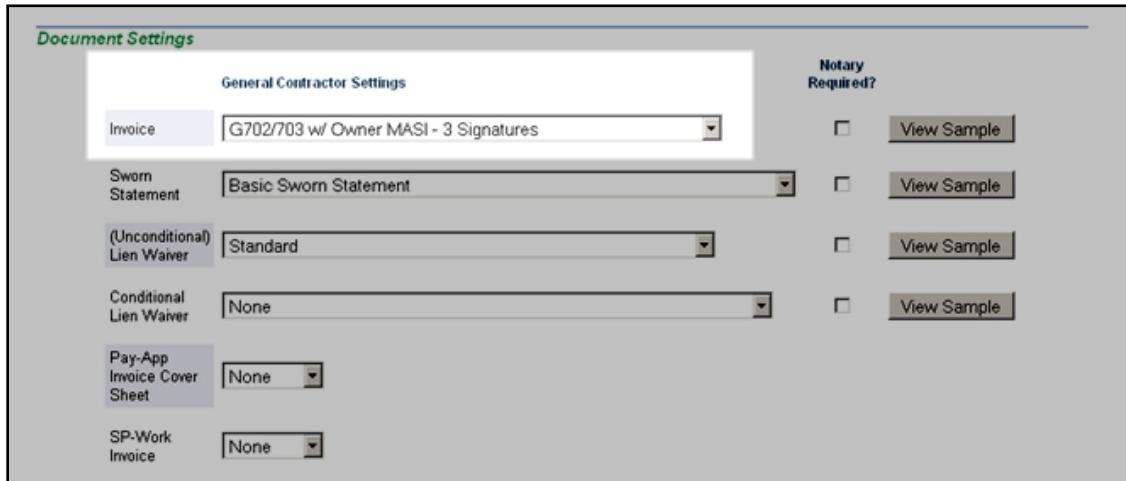
System Settings

There is no specific system setting for Owner Serial Approval of General Contractor Invoices. Selection in Project Settings of a document designed for use with this feature triggers the additional steps needed to set up the process.

Project Settings

Document Settings

1. Select the appropriate document in Document Settings. For assistance in selecting your document(s), please contact a Textura™ representative.



The screenshot shows the 'Document Settings' section of the Textura software. It displays a grid of document types and their corresponding settings. The columns are labeled 'General Contractor Settings' and 'Notary Required?'. Each row contains a dropdown menu for selecting a document template and a 'View Sample' button. The rows include:

General Contractor Settings	Notary Required?
Invoice: G702/703 w/ Owner MASI - 3 Signatures	<input type="checkbox"/> View Sample
Sworn Statement: Basic Sworn Statement	<input type="checkbox"/> View Sample
(Unconditional) Lien Waiver: Standard	<input type="checkbox"/> View Sample
Conditional Lien Waiver: None	<input type="checkbox"/> View Sample
Pay-App Invoice Cover Sheet: None	
SP-Work Invoice: None	

After the appropriate document(s) are selected, on-system Owners receive system generated notification via email. Where the Owner has not yet been invited/set up in Textura™, the General Contractor must invite the organization. Detailed instructions for inviting an organization to Textura™ can be found in the User Manual, accessed from the right margin of the Home Page.

Upon receipt of the invitation email, the Owner organization sets their account up in Textura™.

New users may obtain assistance getting set up in Textura™ by clicking the first link in the invitation email, which directs the user to the User Setup Guide. Once a user has created their Login information, a link to the User Manual is always available in the right margin on the **Home Page**.

Note: This is an automatically generated message from the Textura System.

To Colin Dreyfus of Deerfield Developers:

Bluff Lake Builders has elected to use the Textura System to manage billing and payment activities relating to various construction projects with which you are involved. By this email, Bluff Lake Builders invites you to use the Textura system. The Textura system is an Internet-based construction payment service that significantly improves today's draw process. Invoices, Spend Statements and Lien Waivers are automatically generated, electronically signed and available on-line for review and approval -- resulting in faster payments. Users benefit from increased productivity, lower costs, reduced risks, improved communication and better cash flow.

Click the link below to obtain simple instructions on how to create an account in the system:

http://env2.texturallc.net/product2/resources/training/Textura_User_Setup.pdf

Once you have access to the instructions, click the link below to initiate setting up the account:

<http://env2.texturallc.net/product2/CreateUsername.psp?initcode=4lpdqr8eJFSEc7RG&login=1&jobTokenID=1076550> ←

Kind Regards,
Textura System
www.texturallc.com

Notification: S1010

When the Owner is set up on the system and the General Contractor has added them to the project, the system generates an email requesting that they confirm their participation.

2. Click the link in the email or on the **Project Home Page** to confirm participation in the project.

Note: This is an automatically generated message from the Textura System.

To the Project Manager(s) of Deerfield Developers:

Deerfield Developers has been added as a participant in the Project **Sandwich Stop #12** on the Textura system.
Project Address:

Your participation details:
Project Role: **Project Owner**

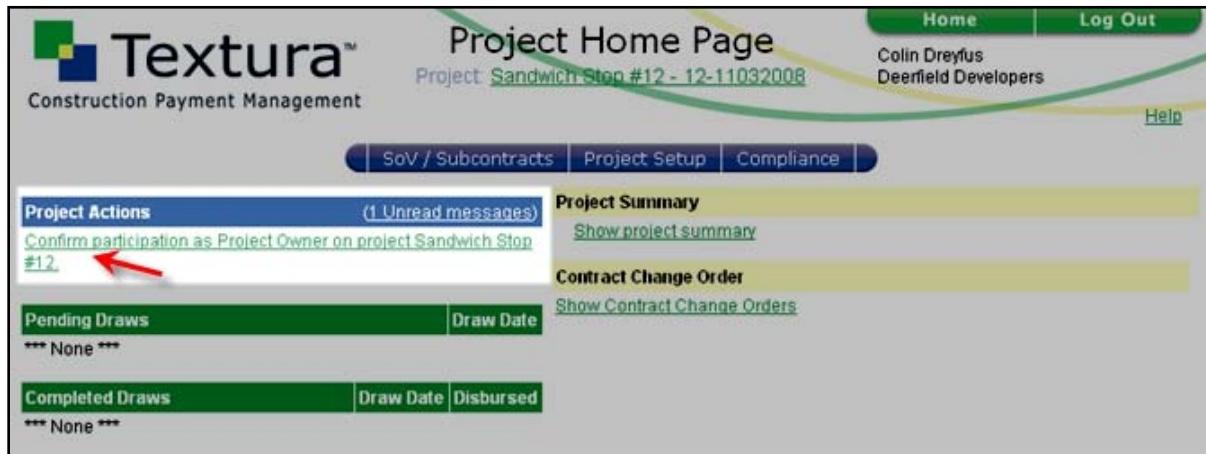
Click the link below to see the project details and to accept or decline the project on the Textura system.

<http://env2.texturallc.net/product2/AcceptProjectATL.psp?jobTokenID=1076554> ←

Kind Regards,
Textura System
www.texturallc.com

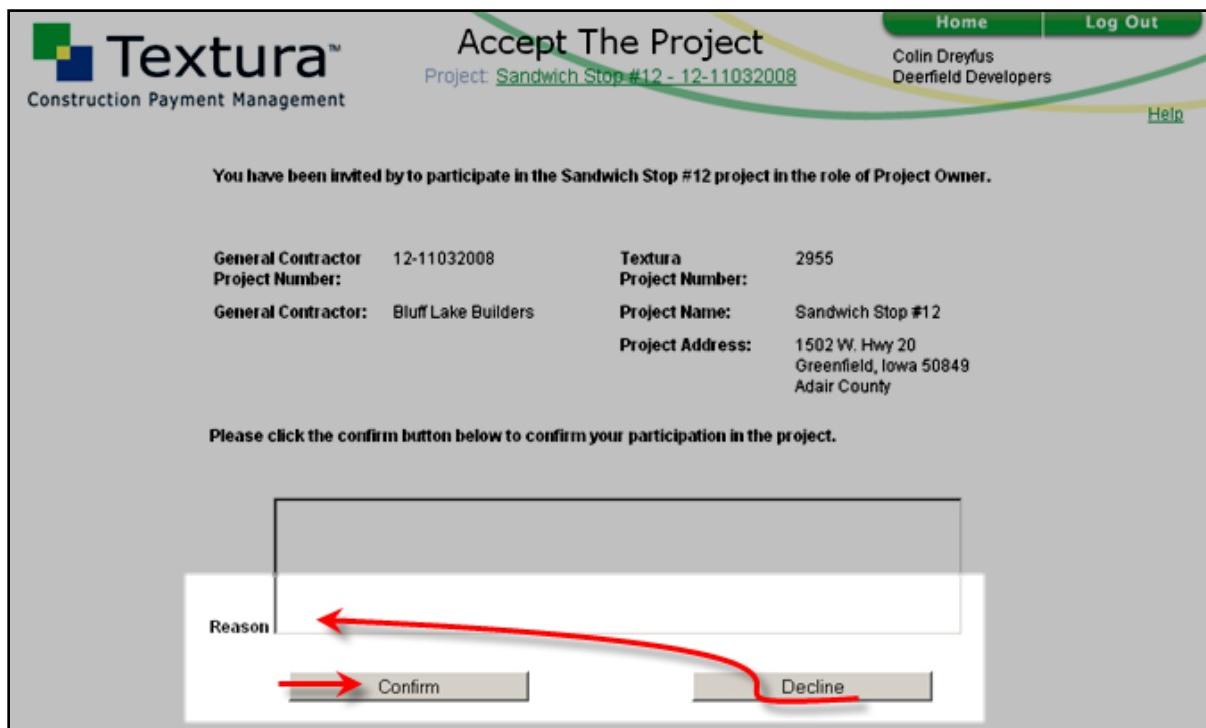
Notification: A6000

Until the Owner confirms participation, they also see a link to confirm under Project Actions on the Project Home Page. Either link may be used to access the **Accept Project** screen.



The screenshot shows the Textura Project Home Page for the project "Sandwich Stop #12 - 12-11032008". The "Project Actions" section contains a link "Confirm participation as Project Owner on project Sandwich Stop #12" which is highlighted with a red arrow. Below this, there are sections for "Pending Draws" (None) and "Completed Draws" (None).

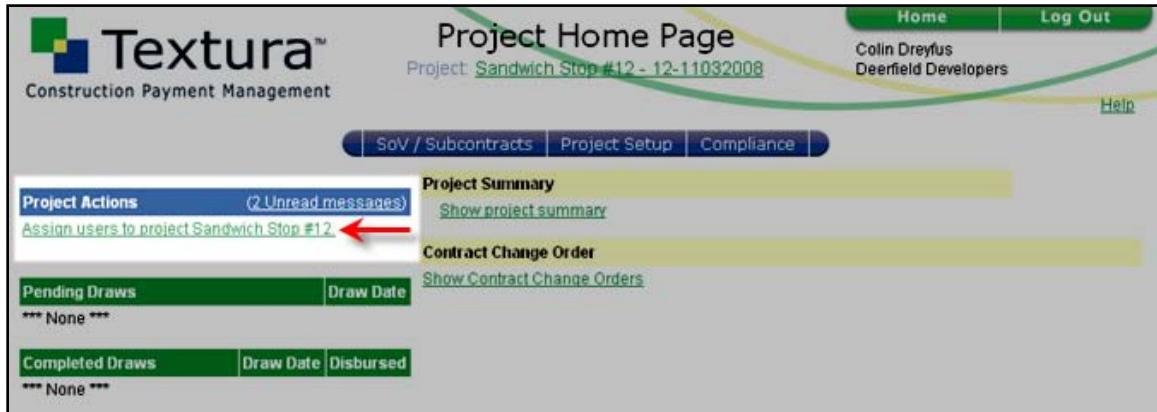
The Owner may **Confirm** or **Decline** participation. If declining, a message typed in the box provided is displayed in the email to the General Contractor.



The screenshot shows the "Accept The Project" page for the same project. It displays project details: General Contractor (12-11032008), Textura Project Number (2955), General Contractor (Bluff Lake Builders), Project Name (Sandwich Stop #12), and Project Address (1502 W. Hwy 20, Greenfield, Iowa 50849, Adair County). Below this, a message says "Please click the confirm button below to confirm your participation in the project." A "Reason" input field and two buttons, "Confirm" and "Decline", are shown. Red arrows point from the "Reason" field and the "Decline" button towards the respective text in the question above.

The on-system Owner organization that has confirmed their participation sees a link to **Assign Users** under **Project Actions** on the **Project Home Page** after logging into Textura™.

3. Click the link to **Assign users to project XXX**



The screenshot shows the Textura Project Home Page for the project "Sandwich Stop #12 - 12-11032008". The "Project Actions" section is highlighted with a blue background. A red arrow points to the link "Assign users to project Sandwich Stop #12". Other sections visible include "Pending Draws" (None) and "Completed Draws" (None).

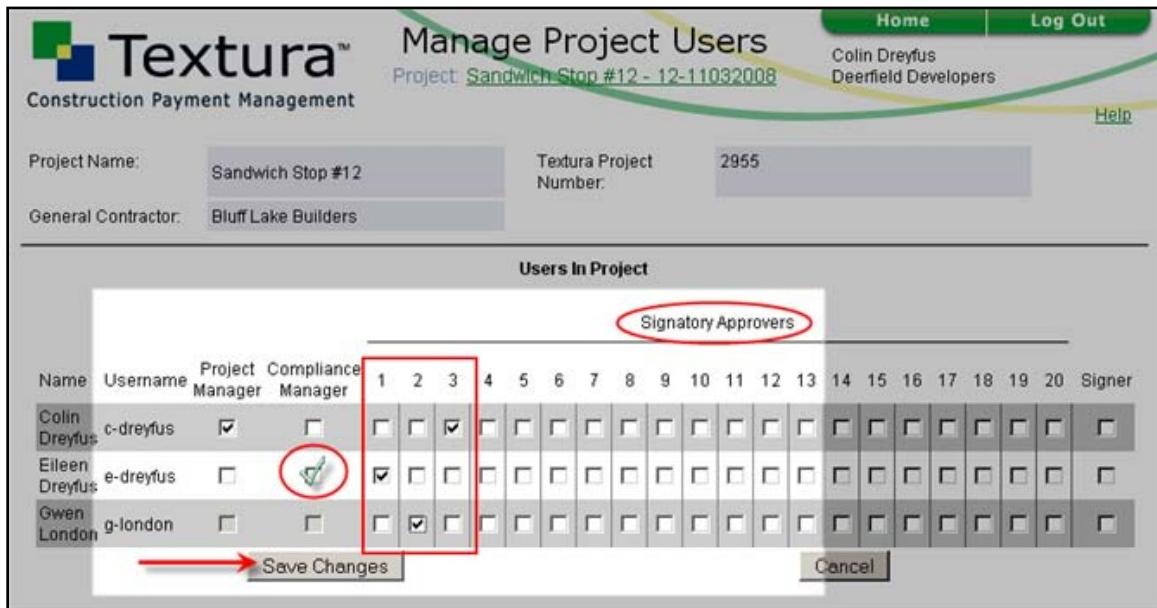
The system displays the **Manage Project Users** page.

Remember that each project must have at least one Project Manager and one Compliance Manager; these can be the same or different users. Users not having the permission are not eligible choices.



The document selection in Project Settings determines the number of signers that can be successfully assigned and saved on the Manage Project Users page.

4. Select the signers for the pay application documents and the desired signing sequence.
5. Click **Save Changes**.



The screenshot shows the "Manage Project Users" page for the project "Sandwich Stop #12 - 12-11032008". The "Users In Project" section lists three users: Colin Dreyfus, Eileen Dreyfus, and Gwen London. The "Signatory Approvers" grid shows checkboxes for selecting approvers. A red circle highlights the "Signatory Approvers" header. A red box highlights the 3rd column of the grid. A red arrow points to the "Save Changes" button at the bottom left of the grid.

Name	Username	Project Manager	Compliance Manager	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Signer
Colin Dreyfus	c-dreyfus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																
Eileen Dreyfus	e-dreyfus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gwen London	g-london	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																



The system displays a **Status** page confirming the updates.

The screenshot shows the Textura Construction Payment Management interface. At the top, there's a navigation bar with the Textura logo, 'Construction Payment Management', 'Status' (which is the active tab), 'Home', 'Log Out', and 'Help'. Below the navigation, it says 'Project: Sandwich Stop #12 - 12-41032008'. A central message box contains the text: 'The user access for project Sandwich Stop #12 has been updated.' and 'To update the user access for project Sandwich Stop #12 again click [here](#).'. The entire screenshot is framed by a thick black border.

When the General Contractor initiates a draw, the Owner Signatory Signers are notified via email.

Note: This is an automatically generated message from the Textura System.

To the concerned party at Deerfield Developers:

Bluff Lake Builders has declared a Draw for the Project Sandwich Stop #12. To view information about the project, please click on the link given below.
<http://env2.texturallc.net/product2/ProjectHomePage.psp?projectID=2955> ←

Kind Regards,
Textura System
www.texturallc.com

When the General Contractor has submitted an invoice to the Owner for the draw, the designated first signatory approver of the Owner organization receives email notification to review and accept or reject the invoice.

Note: This is an automatically generated message from the Textura System.

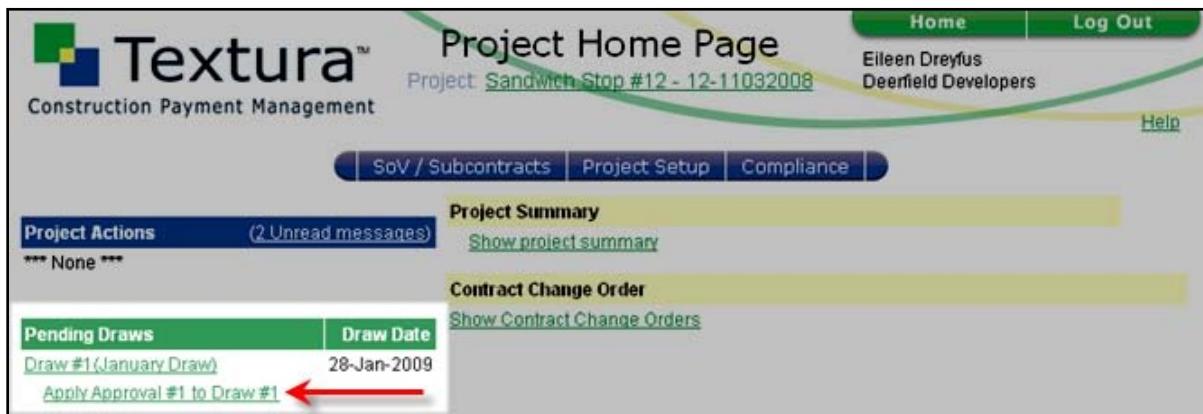
To the Signer(s) of Deerfield Developers:

Daniel Stewart of Bluff Lake Builders has made available for your review and acceptance or rejection Draw #1 for Project Sandwich Stop #12 as of **04-Feb-2009**.

Click the following link to review the draw and approve or reject.
<http://env2.texturallc.net/product2/SignDocument.psp?jobTokenID=1076617> ←

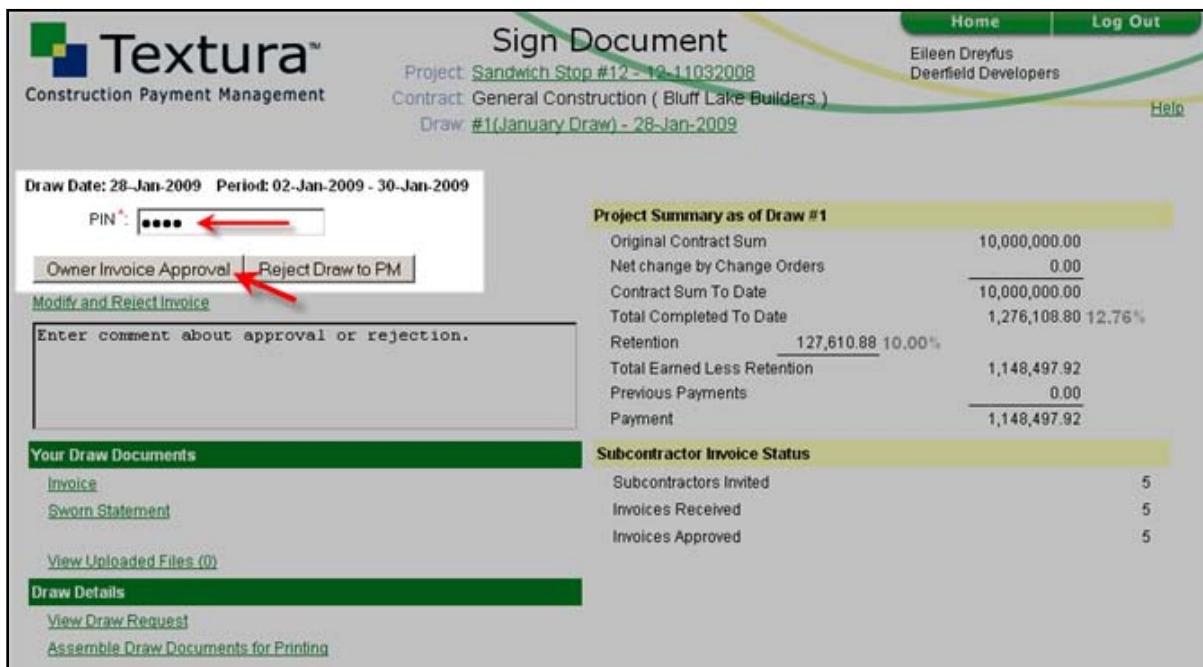
Kind Regards,
Textura System
www.texturallc.com

The Signatory Approver also sees an action to **Apply Approval #XX** under the Draw # on the **Project Home Page**.



The screenshot shows the Textura Project Home Page for the project "Sandwich Stop #12 - 12-11032008". The "Pending Draws" section lists "Draw #1 (January Draw)" with a draw date of "28-Jan-2009". A red arrow points to the link "Apply Approval #1 to Draw #1".

Signatory Approver #1 clicks on either the link in the email or the action on the **Project Home Page**.
 The system displays the **Sign Document** page.



The screenshot shows the "Sign Document" page for the same project. It includes fields for "PIN" (with a red arrow pointing to it) and "Owner Invoice Approval" (with a red arrow pointing to it). Below these are buttons for "Modify and Reject Invoice" and "Enter comment about approval or rejection." To the right is a "Project Summary as of Draw #1" table:

Project Summary as of Draw #1	
Original Contract Sum	10,000,000.00
Net change by Change Orders	0.00
Contract Sum To Date	10,000,000.00
Total Completed To Date	1,276,108.80 12.76%
Retention	127,610.88 10.00%
Total Earned Less Retention	1,148,497.92
Previous Payments	0.00
Payment	1,148,497.92

Below the summary are sections for "Your Draw Documents" (Invoice, Sworn Statement, View Uploaded Files (0)) and "Subcontractor Invoice Status" (Subcontractors Invited: 5, Invoices Received: 5, Invoices Approved: 5).

The Signatory Approver proceeds through the two-part document signing.

6. Select **Click Here to Sign**, beneath **Invoice Approval**.

Instructions: 1) Your PDF document appears in the window below.
 2) Scroll through this document and find the location labeled: [Click Here to Sign](#) on page 1.
 3) Click that label to sign the document. Please click only once.

AIA® Document G702™ – 1992
Application and Certificate for Payment

TO OWNER Deereild Developers 1000 Deereild Rd, Ste 201 Deereild, Illinois 60050	PROJECT: Sandwich Shop #12 1522 W. Hwy 20 Greenfield, Iowa 50649, Adair County	APPLICATION NO: 1 PERIOD TO: 01/30/09 CONTRACT FOR: General Construction CONTRACT DATE: 02/02/09 PROJECT NOS: 12-11032008	INVOICE APPROVAL Signature _____ Date Signed _____ Click Here to Sign Cancel
--	---	---	---

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$ 19,000,000.00
2. Net change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE (Lines 1+2)	\$ 19,000,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 1,276,108.80
5. RETAINAGE:	
a. 10.0% of Completed Work (Column D + E on G703)	\$ 127,610.80
b. 0.0% of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 127,610.80
6. TOTAL EARNED LESS RETAINAGE	\$ 1,148,497.92 (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 0.00 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE	\$ 1,148,497.92
9. BALANCE TO FINISH, INCLUDING RETAINAGE	(Line 3 less Line 6) \$ 8,851,502.08

CHANGE ORDER SUMMARY

	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$ 0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Buff Lake Builders

By: Date:
 State of: _____ County of: _____
 Subscribed and sworn to before me this _____
 Notary Public:
 My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 1,148,497.92
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
 By: Date: _____
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702™ -- 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA® Document is

7. Select **Click Here to Continue**

Your signed document appears below.
 Instructions: [Click Here to Continue](#) 

AIA® Document G702™ – 1992
Application and Certificate for Payment

TO OWNER Deereild Developers 1000 Deereild Rd, Ste 201 Deereild, Illinois 60050	PROJECT: Sandwich Shop #12 1522 W. Hwy 20 Greenfield, Iowa 50649, Adair County	APPLICATION NO: 1 PERIOD TO: 01/30/09 CONTRACT FOR: General Construction CONTRACT DATE: 02/02/09 PROJECT NOS: 12-11032008	INVOICE APPROVAL Signature _____ Date Signed _____ Eileen Dreyfus 02/04/2009
--	---	---	--

CONTRACTOR'S APPLICATION FOR PAYMENT
 Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

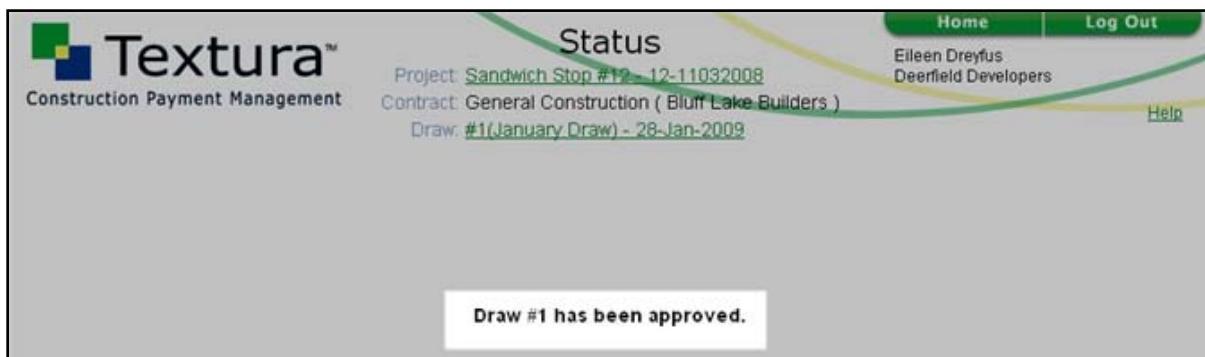
1. ORIGINAL CONTRACT SUM	\$ 19,000,000.00
2. Net change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE (Lines 1+2)	\$ 19,000,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$ 1,276,108.80
5. RETAINAGE:	
a. 10.0% of Completed Work (Column D + E on G703)	\$ 127,610.80
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 127,610.80
6. TOTAL EARNED LESS RETAINAGE	\$ 1,148,497.92 (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 0.00 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE	\$ 1,148,497.92
9. BALANCE TO FINISH, INCLUDING RETAINAGE	(Line 3 less Line 6) \$ 8,851,502.08

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

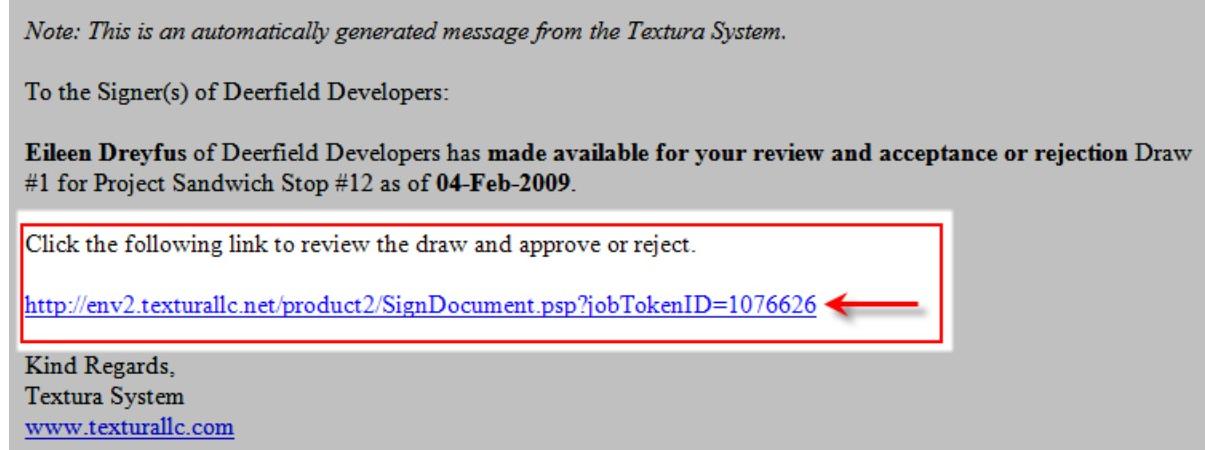
CONTRACTOR: Buff Lake Builders

By: Date:
 State of: _____ County of: _____

The system displays a **Status** page confirming the approval.



The next designated Signatory Approver receives email notification to review and accept or reject the invoice.



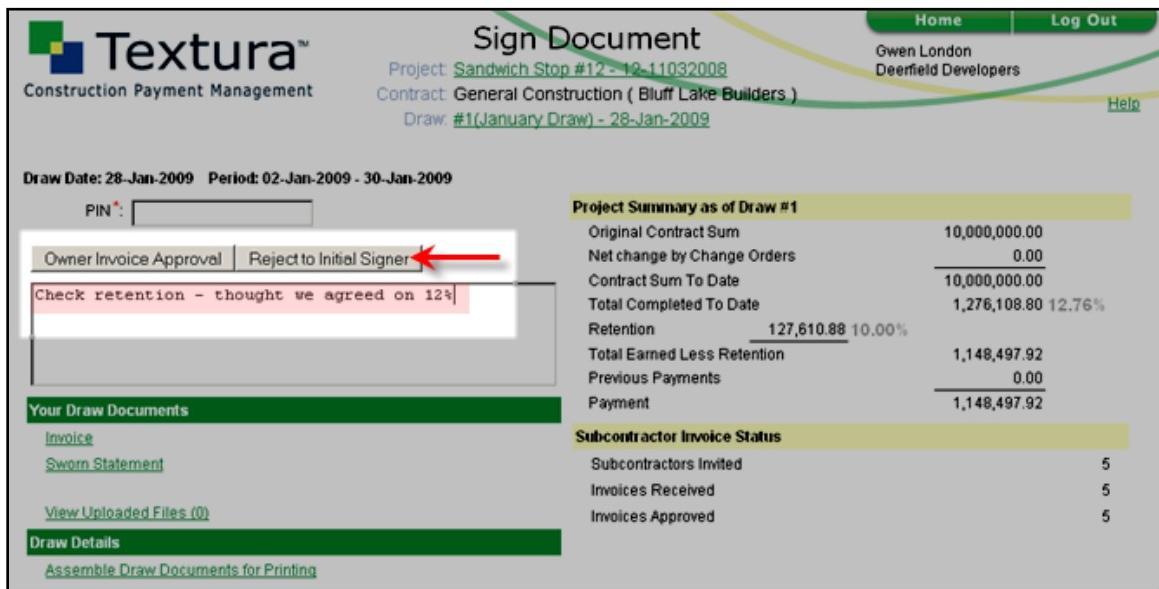
The signing process continues until all Signatory Approvers have signed the document(s).

Rejection

Each Signatory Approver has the option to reject, rather than approve, the invoice. The first approver can modify and/or reject the invoice back to the General Contractor organization for review and/or resubmission. Rejection by any other approver pushes the approval process back to the initial signer.

A text box is provided on the **Sign Document** page where the signer can type a message to be displayed in the rejection notification email to the other signers

1. Click **Reject to Initial Signer**.

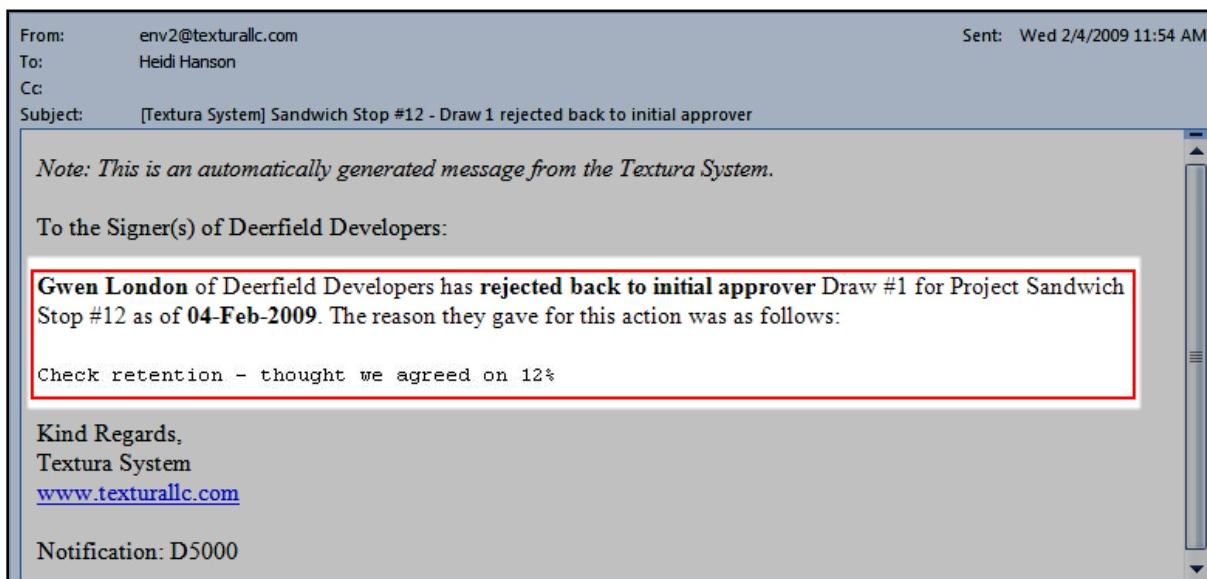


The screenshot shows the 'Sign Document' page for Project Sandwich Stop #12 - 12-11032008. The 'Contract' is General Construction (Bluff Lake Builders) and the 'Draw' is #1(January Draw) - 28-Jan-2009. The 'Draw Date' is 28-Jan-2009 and the 'Period' is 02-Jan-2009 - 30-Jan-2009. A PIN field is present. Below it, there are two buttons: 'Owner Invoice Approval' and 'Reject to Initial Signer'. The 'Reject to Initial Signer' button is highlighted with a red arrow. To its right, a text box contains the message: 'Check retention - thought we agreed on 12%'. On the right side, there is a 'Project Summary as of Draw #1' table and a 'Subcontractor Invoice Status' table.

Project Summary as of Draw #1		
Original Contract Sum	10,000,000.00	
Net change by Change Orders	0.00	
Contract Sum To Date	10,000,000.00	
Total Completed To Date	1,276,108.80	12.76%
Retention	127,610.88	10.00%
Total Earned Less Retention	1,148,497.92	
Previous Payments	0.00	
Payment	1,148,497.92	

Subcontractor Invoice Status		
Subcontractors Invited	5	
Invoices Received	5	
Invoices Approved	5	

All signers receive email notification of the rejection.



The email is from en2@texturallc.com to Heidi Hanson on Wednesday, 2/4/2009 at 11:54 AM. The subject is '[Textura System] Sandwich Stop #12 - Draw 1 rejected back to initial approver'. The message body includes a note: 'Note: This is an automatically generated message from the Textura System.' It addresses the signers of Deerfield Developers and states: 'Gwen London of Deerfield Developers has rejected back to initial approver Draw #1 for Project Sandwich Stop #12 as of 04-Feb-2009. The reason they gave for this action was as follows:' followed by the rejection message: 'Check retention - thought we agreed on 12%'. The message concludes with 'Kind Regards,' and the Textura System URL 'www.texturallc.com'. The notification ID 'Notification: D5000' is also mentioned.

In addition, the initial approver again receives the email notification to review and accept or reject the invoice.

Note: This is an automatically generated message from the Textura System.

To the Signer(s) of Deerfield Developers:

Gwen London of Deerfield Developers has made available for your review and acceptance or rejection Draw #1 for Project Sandwich Stop #12 as of **04-Feb-2009**.

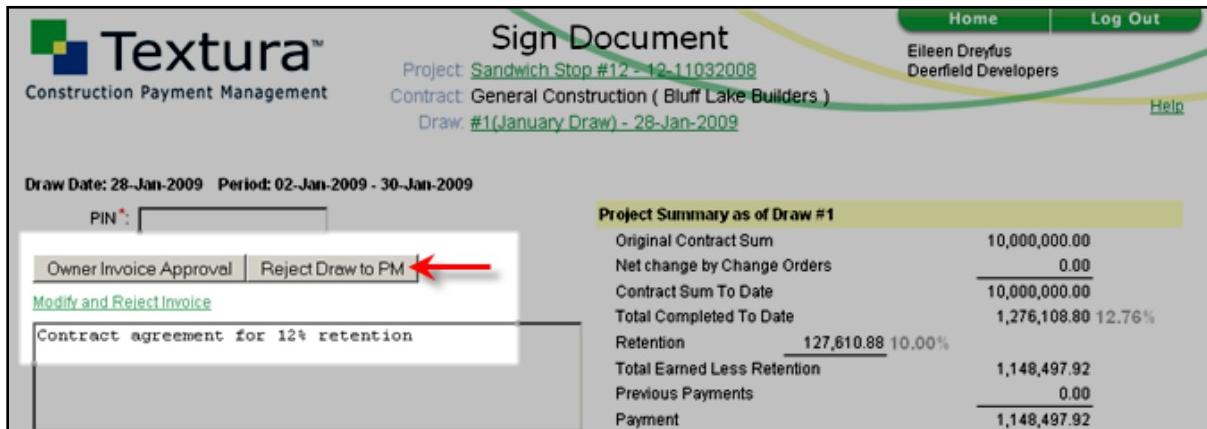
Click the following link to review the draw and approve or reject.

<http://env2.texturallc.net/product2/SignDocument.psp?jobTokenID=1076627> ←

Kind Regards,
Textura System
www.texturallc.com

Each time an invoice is rejected, the process begins again with the initial signer. Only the initial signer can reject the invoice back to the General Contracting organization.

2. Type the reason for the rejection in the text box provided.
3. Click **Reject Draw to PM**.



Sign Document

Project: [Sandwich Stop #12 - 12-11032008](#)
Contract: [General Construction \(Bluff Lake Builders \)](#)
Draw: [#1\(January Draw\) - 28-Jan-2009](#)

Draw Date: 28-Jan-2009 Period: 02-Jan-2009 - 30-Jan-2009

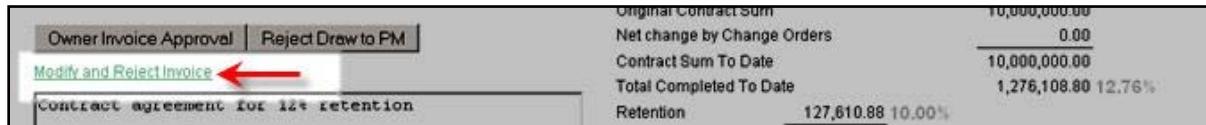
PIN *:	<input type="text"/>
<input type="button" value="Owner Invoice Approval"/> <input style="background-color: #e6f2ff; border: 1px solid #0070C0; color: #0070C0; font-weight: bold; padding: 2px 5px; margin-left: 10px;" type="button" value="Reject Draw to PM"/> ←	
Modify and Reject Invoice	
Contract agreement for 12% retention	

Project Summary as of Draw #1

Original Contract Sum	10,000,000.00
Net change by Change Orders	0.00
Contract Sum To Date	10,000,000.00
Total Completed To Date	1,276,108.80 12.76%
Retention	127,610.88 10.00%
Total Earned Less Retention	1,148,497.92
Previous Payments	0.00
Payment	1,148,497.92

Modify and Reject Invoice

The option to **Modify and Reject Invoice** is also available to the initial signer.



Original Contract Sum	10,000,000.00
Net change by Change Orders	0.00
Contract Sum To Date	10,000,000.00
Total Completed To Date	1,276,108.80 12.76%
Retention	127,610.88 10.00%

This process is explained in detail in **Module 6** of the online Textura User Manual.



The Textura User Manual [Textura Help] is available to all users from a link on the Home Page, located in the Textura Info box in the right margin of the page.